GOVERNMENT OF THE DISTRICT OF COLUMBIA
POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY
OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION

ANNOUNCEMENT NO: CFSA-08-L075

POSITION: DEPUTY DIRECTOR FOR PROGRAM OPERATIONS, MS 301-17

OPENING DATE: 5/19/08

CLOSING DATE: OPEN UNTIL FILLED

IF "OPEN UNTIL FILLED" FIRST SCREENING DATE: 5/30/08

SALARY RANGE: $109,062 - $152,686 PA

WORK SITE: WASHINGTON, D.C.

TOUR OF DUTY: 8:00 A.M. TO 5:00 P.M. Monday – Friday

PROMOTION POTENTIAL: NONE

AREA OF CONSIDERATION: UNLIMITED

NO. OF VACANCIES: ONE (1)

AGENCY: Child and Family Services Agency (CFSA), Office of the Deputy Director for Program Operations (ODDPO)

DURATION OF APPOINTMENT: MANAGEMENT SUPERVISORY SERVICE (AT WILL)

"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.

RESIDENCY PREFERENCE AMENDMENT ACT: An applicant for a position in the Management Supervisory Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES:

The mission of the Child & Family Services Agency (CFSA) is to improve the safety, permanence, and well-being of abused and neglected children and to strengthen troubled families in the District of Columbia. The Deputy Director for Program operations is accountable to the Director for the delivery of quality, comprehensive, family-centered, and culturally appropriate services, which are closely linked to community based programs. The Deputy's responsibilities include:

- Leading and directing the full continuum of services to families and children, including, intake and investigations; in-home services; out-of-home care, permanency options, permanency and monitoring of private agencies and the Healthy Families Thriving Communities Collaboratives.

- Reforming the Agency's front-line functions, ensuring that staff adheres to the Agency's Practice Model and complying with the requirements of the *LaShawn* Amended Implementation Plan (AIP).

- Providing Direct Supervision to the Associate Deputy Director for Program Operations and the Associate Deputy Director for Community Programs.

- Proposing and implementing new strategies and programs which are designed to improve the quality of practice and outcomes for children and families.

- Ensuring accountability of the front-line operations for high standards of service quality, achievement of benchmarks, and child and family outcomes.

QUALIFICATION REQUIREMENTS:
One (1) Year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

SELECTIVE PLACEMENT FACTORS:
- **Masters Degree in Social Work**
- **Extensive field work experience is strongly preferred**
- **5-10 years Supervisory Experience within the field of Social Work required**
- **Current D.C. Licensed Independent Clinical Social Worker (LICSW) or eligible for immediate licensure**

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Mastery of the field of social work as would be evidenced by a Masters Degree in Social Work and extensive demonstrated work experience in the field.
2. Demonstrated experience with organizational and practice change within public agencies.
3. Comprehensive understanding of local resources and knowledge of the most recent innovations in social work nationwide.
4. Comprehensive knowledge of the structure, functions, mission and objectives of CFSA related to licensing social work and program operations to perform and plan work consistent with established ODDPO goals and objectives.
5. Thorough knowledge of CFSA policies and procedures, Federal and District legislation and regulations that govern and affect child welfare resources and placement services and programs.
6. Thorough knowledge of ODDPO operating programs and the interrelationships among such programs to perform analysis by developing and evaluating the effectiveness of new or modified program objectives and operations.
7. Thorough knowledge of current management concepts and practices to effectively oversee and direct program operations in concert with CFSA goals and objectives.
8. Superior oral and written communication skills; effective interpersonal communication skills.
9. Proficiency in Microsoft Office

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check and Child Protection Registry (CPR). Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

TO APPLY:

MAIL TO:	**Child and Family Services Agency**	**WALK-INS:**	**955 L'Enfant Plaza, 5th Floor**
	Human Resources		**Washington, D.C. 20024**
	400 6th Street, SW		
	Washington, DC 20024		
FAX TO:	**(202) 727-5750**	**WEB SITE:**	**www.cfsa.dc.gov**

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBLILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED.   VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.